



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SPECIAL INVESTIGATOR ASSISTANT

\$2,987 - \$3,395

**INVESTIGATION DIVISION – CRIMINAL OPERATIONS POINT OF SALE
ORANGE**

RESPONSIBILITIES: Under close supervision and within a regional office, incumbent directly supports the activities and responsibilities of the Supervising Fraud Investigator II or designee and/or the activities of an investigative team(s). In furtherance of those activities and as directed, Special Investigator Assistants collect, organize, and analyze documents related to assigned cases. Other investigative support activities also required are completing research in support of Investigation Division Regional Office assignments utilizing various computerized databases. Special Investigator Assistants also complete various investigative support activities and complete the review of suspected fraud cases. ***Fingerprinting and background check are required.***

DESIRABLE QUALIFICATIONS:

- Proven ability to participate with other personnel in joint problem solving.
- Ability to complete delegated assignments.
- Ability to act independently upon notification by written or verbal instruction.
- Experience in working with various computer software (i.e. Microsoft Word, Excel, and Access).
- Possesses excellent verbal and written communication skills, including experience in preparing written reports.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Special Investigator Assistant level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate “Special Investigator Assistant #413-741-8611-001” on the State application.** For additional information, please contact 916-492-3309 or email Maria.Fuentes@insurance.ca.gov

FINAL FILING DATE: Friday, March 15, 2013 – Close of Business

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant’s name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

03/04/13MF

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
